# CHAPTER 4

# STORAGE SECURITY AND THEFT REPORTING INSTRUCTIONS

## 4-1. General.

Descriptions and general requirements for storage of specific commodities are contained in appendices to this section.

a. **Appendix 4-A-Storage Instructions for Individual Commodities**

(1) This portion contains storage standards for individual commodities in alphabetical order.

(2) Information extracted from National Stockpile Purchase Specifications and Special Instructions (see ch. 3-2) is contained therein.

(3) Separate instructions applicable to receiving, weighing, records, marking and banding, storage factors, and shipping are also included as needed.

b. **Appendix 4-B-Uniform Standards for Fire Protection of Stockpile Materials**

(1) This Manual is the standard for the storage of Stockpile materials. As such, the requirements of appendix 4-B take precedence over other publications in cases of conflict.

(2) Specific regulations concerning storage density and fire loads for a given commodity, e.g., titanium sponge, are contained in storage instructions by commodity when applicable, and take precedence over all other instructions in case of conflict.

c. **Appendix 4-C-Criteria and Procedures for Inventory Adjustments.** Contains criteria for the taking of inventory by 100 percent count, inventory by count and computation, permissable variations in inventory, and procedures for inventory adjustments.

d. **Appendix 4-D-Procedures for Entering Vault Storage Areas of Sensitive Stockpile Materials.** Includes SOP on vault entry, security, and levels of responsibility.

## 4-2. Storage of Strategic and Critical Materials

a. **General.** The Defense National Stockpile Center arranges for the storage, security and maintenance of the Stockpile. Assistance in the operation of this program is furnished from DNSC-O, providing both storage and inspection services to specified areas as follows:

Region Address

| Address/Phone | Areas of Responsiblity |
|---|---|
| DNSC-O<br>Defense Logistics Agency<br>Defense National Stockpile Center<br>8725 John J. Kingman Road, Suite 3229<br>Fort Belvoir, VA 22060-6223<br>COM: 703/767-6531 | New Jersey, New York, Maryland, Pennsylvania, Virginia, West Virginia, Illinois, Indiana, Ohio, Kansas, Mississippi, South Carolina, Tennessee, Texas, Arkansas, Louisiana, Colorado, Utah, California, Nevada, Arizona, Idaho |

b. **Removal of Stockpile Materials.**

No Stockpile material is to be removed from any storage location without the written approval of DNSC-O. Stockpile materials are not to be combined or commingled with any other property without prior authorization. If materials are compatible, authorization may be granted by DNSC-O to share warehouse or outside storage space (adjacent bays, etc.) when the safety and integrity of the Stockpile materials will not be adversely affected. No non-Stockpile materials will be moved into space assigned for Stockpile materials without prior written approval of DNSC-O.

c. **Relocation of Material.**

Any material in satisfactory storage, but not meeting the standards listed, should not be disturbed, unless other considerations such as cost or storage surface failure require action. Should all or any portion of an occupied area be found failing, the applicable operational area indicated in paragraph 4-2.a. above should be contacted and recommendation for corrective action reported to the DNSC-O.

d. **Reporting and Adjusting Discrepancies in Stockpile Shipments.**

Subpart 101-40.7, Code of Federal Regulations, Title 41, prescribes procedures for reporting and adjusting overages, shortages, losses, damages, and other discrepancies between the quantity or condition of property in shipments received from commercial carriers, and the quantity or condition of that property shown on the covering Bill of Lading or other transportation documentation.

(1) *Standard Forms*. Subpart 101-41.49 provides for the use of the following two forms to report discrepancies.

(a) Standard Form 361, Transportation Discrepancy Report (DISREP).

(b) Standard Form 363, U.S. Government Freight Loss/Damage Claim.

(2) *Rail Shipments*. When damage to Stockpile material (the material, container, pallet, etc.) is noted upon receipt by rail, the carrier's agent should be contacted before unloading the material. Damaged material will be segregated and held for further instructions.

(3) *Motor Vehicle*. Any damage to Stockpile material (the material, container, pallet, etc.) when received by truck will be noted on the carrier's and the storage location's copy of the Bill of Lading. Damaged material will be segregated and held for further instructions. Assistance in filing reports and

claims should be obtained from the nearest DoD component transportation or traffic management office for shipments consigned to DoD installations. At other locations, the applicable operational area should be contacted for help.

e. **Contract Discrepancies.**

Discrepancies of material failing to meet contract terms and/or specifications should be immediately brought to the attention of DNSC-O by the receiving activity. Instructions will be furnished concerning staging of the material for possible adjustment or return actions. Discrepancies will be noted on all receiving reports.

f. **Bills of Lading**

(1) CBL's covering Stockpile materials will be prepared following DoD Publication: Defense Traffic Management Regulation DLAR 4500.3, Chapter 32, July 31, 1986, or as required for shipments received on commercial bills that are to be converted to CBL's.

(2) The receiving officer at a storage location will not, under any condition, alter or modify the face of a Bill of Lading covering the shipment of Stockpile materials for the account of DLA.

(3) If there is a difference between the actual quantity shown on the Bill of Lading, as being shipped, and the actual quantity received, the difference will be noted on the reverse side of the Bill of Lading. The discrepancy will also be reported as provided in paragraph 4-2.d. above.

(4) Generally, Bills of Lading are issued to cover the contents of specific conveyances, and a shortage in one conveyance cannot be offset by overage in other conveyances. The only exception to this is in the case of metals shipped in bulk, where shortages in one conveyance may be offset by overages in others, provided all conveyances contain material from the same lot.

g. **Inventory Records**

(1) Inventory Record Card, DNSC Form 46, appendix 3-C, will be used to record all receipts, shipments, and balances of Stockpile material by the program, commodity, grade, type, and lot or countermarks when required.

(2) Standard accounting practices should be followed in the correction of all errors so that prior entries are visible for inspection. No erasures or "white-out" should be applied to the card after the initial posting.

(3) DNSC commodity inspections will require the verification of inventory records with physical counts and/or computations of the material together with an explanation of discrepancies.

(4) No adjustments to stock record balances, except those resulting from receipts, shipments, or errors, are to be made without specific written authorization of DNSC.

(a) Some inventory balances will not be adjusted until a final report from an investigative body confirms the loss and unlikelihood of recovery.

(b) In case of theft, quantities will be authorized to be adjusted when a final report from an investigative body confirms the loss and unlikelihood of recovery.

(c) To research discrepancies DNSC-O may require the submission of photocopies of DNSC Form 46.

(d) Inventory Record Cards are permanent records and are to be retained at the depot until expiration of the period indicated in chapter 3-5.b.1. Should it be necessary to reconstruct the Inventory Card(s), the original cards will be retained in the file for ready access.

(e) Specific instructions for the maintenance of separate record cards for each ore pile, rubber countermark, metal lot, etc., are contained in appendix 4-A of Storage Instructions for Individual Commodities. Also, this chapter will indicate the type of weight to be maintained on stock records (e.g., wet weight, dry weight, tons (long, short, or metric), pounds avoirdupois or troy ounces, etc.).

(f) Procedures of government inventory adjustments are described in detail in appendix 4-C.

h. **Identification of Stockpile Material in Storage**

(1) Ore piles are normally identified by permanent metal signs furnished to each storage location by the Defense National Stockpile Center. These signs list the name of the ore and type, principal chemical content, percentage and country of origin.

(2) Material in closed or inside storage is identified by Warehouse Material Identification Cards (DNSC Form 41), appendix 3-D. This form is specifically designed to identify material following instructions in appendix 4-A, Storage of Individual Commodities. The form should contain all the detailed information necessary to identify type, grade, lot and quantity and should be placed on each row or stack as necessary to facilitate inventory verification as well as selection for shipment. The use of this form is mandatory at all DNSC storage facilities.

i. **Material Locator**

(1) Every depot storing a variety of materials, grades, lots, etc., needs a reliable locator system to quickly find specific material and avoid undue searching. A standard location numbering system capable of identifying each warehouse, warehouse section or bay, open area, or more detailed breakdown of space is essential.

(2) The use of DNSC Form 45 is mandatory at all Stockpile storage sites utilizing closed storage space. The minimum information required on a locator card is the commodity description (such as grade, type or lot), or other categories that require segregation in storage; and location of the material, such as a warehouse, warehouse section, bay, or open area.

**4-3. Rewarehousing and Repackaging**

a. Material now in storage will not be rewarehoused to meet the requirements of this Manual except when authorized in writing by DNSC-O.

(1) DNSC-OL authorizes nominal rewarehousing caused by inspection operations to determine condition of materials, to perform authorized care, or to prevent damage due to roof leaks or flooding at

DNSC depots. At DoD installations, due to requirements of the Cross Service Agreement, authorization will be issued based on recommendation of DoD installations with concurrence of DNSC-OL.

(2) Minor rewarehousing is authorized at DNSC depots when incident to the receipt of new material or in an emergency, when safety of personnel, material or structures may be endangered.

(3) Excavation through ore piles incident to construction operations, such as laying underground utility services or drainage lines, or refurbishing of rail spurs that are constructed on ore, requires approval of DNSC-O. When ores are relocated, they will be stored on surfaces meeting specifications of this Manual.

b. If at any time Stockpile material must be repackaged or otherwise moved from its original point of storage, it must be stored by the methods described in this Manual, unless a written waiver is justified and granted by DNSC-O.

**4-4. Receipt of Damaged Material and Repair of Damaged Containers.**

Appropriate steps should be taken to reinforce or repair damaged containers including the application of appropriate paint to scuffed drums to make them suitable for longterm storage. The contents should be repacked in a sound container of the same type if repair is not feasible. Repackaging or repair of more than two percent of the containers requires prior approval of DNSC-O. Spilled contents are to be returned to the containers to such a degree as this can be accomplished without including contaminating impurities. Sweepings contaminated with dirt should be stored seperately and reported for disposition. If a container has lost part of its contents, revised markings of gross and net weights should be made and a DISREP Report completed as indicated in chapter 4-2.d. In the event of a complete repacking of a container, any markings on the original container should be copied immediately on the new container.

a. Material inspected on receipt and found to have been damaged in transit or improperly packaged or packed due to vendor deficiencies should be held in temporary storage pending disposition instructions. It should not be listed on a Receiving Report or Inventory Record Card.

b. Material significantly damaged, contaminated, or deteriorated in the warehouse after having been placed in storage should be reported as follows:

(1) Permission should be requested from DNSC-O to initiate an Outbound Storage Report (DNSC Form 43) and Receiving Report (DNSC Form 42) in order to transfer the material from existing inventories to those of a sub-specification class.

(2) When permission is received from DNSC-O, an Outbound Storage Report (DNSC Form 43) should be prepared and submitted to render the total quantity of damaged material from the record.

(3) The Inventory Record Card (DNSC Form 46) should be posted to delete the contaminated or damaged material from the record.

(4) A Receiving Report (DNSC Form 45) should be prepared and submitted as though the contaminated material were a new receipt.

(5) A new Inventory Record Card (DNSC Form 46) should be prepared to pick up the contaminated material in this category unless there has already been a card prepared for identical material and grade in this category. In the latter case, the additional contaminated or damaged material is to be added to that card.

**4-5. Handling, Stacking, and Containerization**

a. Full use will be made of material handling aids such as flat and box pallets, racks, and general dunnage, except as limited in storage instructions for each material. So far as practicable, the material should be stacked or piled in a manner such that the maximum use can be made of mechanical equipment at the time of outloading, when both time and labor are likely to be limited. However, storage methods to facilitate inventory and segregation requirements must be met.

b. All materials received in packages (barrels, bags, boxes, drums, etc.) must be handled from common carrier conveyance to place of rest in storage with extreme care. Avoid damage to the container, the coating of the container, and contamination of the material contained therein. Material intended for long-term storage will not be purchased or stored in bags or other containers that could be expected to deteriorate. Also, material that can be given long-term storage in open areas shall not be acquired or re-drummed in drums requiring inside storage. Similarly, material capable of bulk storage will not be containerized.

**4-6. Storage of Galvanized Drums in the Open**

a. As indicated in chapter 3-2, National Stockpile Purchase Specifications and Special Instructions provide guidance for commodity acquisition, including packaging and packing. They may also cite National Stockpile Container Specifications that are developed to handle material presenting difficult long-term storage problems.

b. One guide is the National Stockpile (NSP) Container Specification C-1 (latest revision), Drums. The use of this specification enables materials such as those cited below to be stored in the open.

(1) The following commodity storage instructions indicate that approved types of galvanized drums may be stored in the open, with approval from DNSC-O.

(a) Low Carbon Ferrochromium.

(b) Synthetic Battery Grade Manganese.

(c) Electrolytic Manganese Metal.

(d) Titanium Sponge

(e) Aluminum Oxide

(f) Abrasive Grain

(2) This authorization is applicable only when the drums are hot-dipped galvanized pursuant to Stockpile Specification C-1 (latest revision).

c. Electrolytically galvanized steel drums will not be stored in the open unless special authorization is received in advance from DNSC-O.

## 4-7. Identification and Marking of Metal

a. **Die Stamping of Unmarked Metals**

(1) Where pigs, slabs, ingots, rounds, billets, or other customary forms of each grade of antimony, lead, tin and zinc cannot be identified as to grade by "brand name" or other producer markings as indicated in appendix 4-A, by Commodity, or where the grade symbol or grade name, as shown in appendix 4-A, is not stamped or mold imprinted thereon when received, the marking of these metals as to grade shall be accomplished by use of a one-half inch or larger die. If grade is not identifiable from data shown in appendix 4-A, by Commodity, die stamping the grade mark is not required.

(2) Die stamping of metals at storage locations under these instructions will be accomplished as a Special Project established by DNSC-O. Authority received by telephone to proceed with grade marking coincident with storage shall be confirmed in writing and a Special Project shall be established.

(3) Before unmarked metals are die stamped, positive identification of the material and grade must be provided for by use of the following sources and techniques:

(a) Research of depot locators and files.

(b) Physical inspection of materials.

(c) Reference to brand-name/grade tables, as shown in appendix 4-A, by Commodity.

(d) Statistical analysis of differences after the above procedures have been performed.

(e) Finally, economic evaluation shall be made of residual lots to determine whether spectroscopic or chemical tests are required, or alternatively, whether these residual lots shall be downgraded. DNSC-OL is responsible for determining cases of this kind at the direction of DNSC-O.

(4) DNSC-OL shall be notified when unmarked metals are found in inventory subsequent to original storage. That division investigates and makes recommendations to DNSC-O.

(5) Should unmarked metals be found during receiving operations, the storage location shall telephone DNSC-OL and obtain authority to proceed with grade marking incident with storage. The grade to be marked shall be designated by DNSC-OL.

(6) In unusual cases, storage locations may find that metals are marked or mold imprinted with a different grade than that appearing on the instructions or other documents. In these cases, DNSC-O will specify the grade under which the material shall be stored and recorded. This notification will be confirmed in writing. Re-marking may not be required in some cases.

(7) Some metals may be too brittle to die stamp. In such cases, DNSC-OL (applicable operational area indicated in chapter 4-2.a.) will provide special identification instruction.

b. **Die Stamping Procedures**

(1) *Loose Pieces*. Where metals are loose and must be formed into uniform lifts before storage or re-storage, each piece must be plainly die stamped with the proper grade marking.

(2) *Uniform Lifts, Restorage*. Where metals are presently banded in uniform lifts and restorage is necessary, one outer edge of each exposed piece making up the lift shall be die stamped with the proper grade mark. Unless galvanized steel strapping has been used, existing banding should be removed. Unprotected strapping will deteriorate and separate causing stacks to be unsightly and hazardous due to sharp edges that will protrude at perimeters.

(3) *Uniform Lifts, No Restorage Requirements*. Where metals are presently banded in uniform lifts and stored in blocks so that inventory count can be made by computation, an outer edge of each piece in lifts comprising the perimeter of each storage block shall be die stamped with the proper grade mark. Also, the top surface of all top pieces of metal in each stack comprising the interior of such blocks shall be die stamped with the proper grade mark. Brittle metals such as antimony are excluded from this requirement.

c. **Identification Tags for Metals**

(1) In Storage Instructions for Individual Commodities in Appendix 4-A of this chapter, Section IV specifies the use of 3" x 5" aluminum tags attached by aluminum wire to metals in open storage. The use of 1-1/2" x 3" tags in lieu of 3" x 5" is permissable wherever an embossing machine is available that is capable of embossing the required information on the smaller tag.

(2) Existing tags will not be replaced for the sole purpose of conforming to the above. However, any tags required for new receipts, or to replace existing tags, will be made in accordance with these requirements unless a waiver is given.

**4-8. Selection and Preparation of Open Area Storage Sites**

a. **General.** Material capable of bulk storage should be so stored rather than containerized. Most materials in bulk are stored in the open. This does not preclude the storage of certain bulk materials in warehouses where that type of protection is needed. Also, material in drums capable of outside storage should not occupy higher cost warehouse space unless additional security is required and cannot be provided outside. Areas lying in designated flood plain areas will not be selected as storage sites for the Stockpile.

b. **Storage Factors.** The use of storage factors for each commodity in Appendix 4-A is designed to provide a ready reference for computing the amount of space needed to store a given amount of a commodity. Storage factors should normally be expressed in square feet or net useable space required per short ton (or other measure) unless otherwise designated. Sometimes both cubic square foot storage aisles and other non-occupancy space are not included in net storage figures.

c. **Storage Site Preparation.** Any open area proposed for the storage of Stockpile materials shall be reasonably level, well drained or capable of being drained, stable and accessible. Various types of site preparation are specified below. Type of space required for individual materials will depend on local conditions. The area shall withstand the usage of material handling equipment in the storage and removal of materials.

(1) *Type "A" Graded and Drained Natural Soil*

(a) The foundation soil shall have sufficient bearing strength to support the materials to be stored at the height designated without producing excessive settlement as to alter the surface drainage patterns detailed below. Determination of soil bearing strength and estimation of settlement shall be determined using standard engineering methods with soil characteristics as gathered from the site.

(b) The storage area shall be of sufficient elevation in respect to the surrounding areas as to prevent surface drainage into the area from areas outside the designated storage area.

(c) The storage area shall be graded in a manner such that all surface drainage within the storage area will travel to the edges of the area.

(d) The storage area shall be surrounded by drainage ditches as required to prevent drainage onto the storage area from surrounding areas of higher elevation and to provide for positive drainage away from the storage area.

(e) The storage area shall be free of all underbrush, or other extraneous material that may impede the surface drainage characteristics of the area described above.

(f) Grading and fill of the area may be performed to produce the desired surface drainage characteristics as described above, provided that all fill material be properly compacted prior to the storage of material.

(2) *Type "B" Granular Stabilized Area*

(a) The general requirements for Type "A" shall apply.

(b) The area shall be stabilized by the addition of a granular material such as gravel, crushed stone, blast furnace slag or a graded aggregate subbase material as follows:

(i) All organic material (topsoil, grass, etc.) shall be removed from the storage area.

(ii) The area shall be graded and compacted as described for Type "A" above.

(iii) Granular material shall be added to the area, with a minimum thickness of three inches, and be properly compacted prior to the storage of material.

(c) The selection of granular material shall be based on the intended use of the area, and the material itself shall meet the requirements of the governing state's standard specifications for highway construction as suitable subbbase material.

(3) *Type "C" Asphalt Cement Concrete (Black Top)*

(a) The general requirements for Types "A" and "B" shall apply.

(b) The storage area shall be prepared by the removal of all organic material such as grass, loam, topsoil, etc., to a minimum depth of four inches, and the resulting subgrade prepared as described for Type "A" above.

(c) A granular subbase material such as a graded aggregate subbase (crush & run), suitable for underlayment for ACC paving in accordance with the governing state's standard specifications for highway construction, shall be applied to the storage area at a minimum depth of three inches.

(d) The subbase material shall be applied and compacted in accordance with the requirements of the governing state's standard specification for highway construction, and its depth shall be varied to obtain the desired profile of the storage area. However, the minimum depth of three inches shall be maintained.

(e) The storage area shall be paved with Asphalt Cement Concrete (ACC or Blacktop) meeting the requirements of the governing state's standard specifications for highway construction. The ACC paving shall consist of a minimum of 3 inches of base course and 2 inches of wearing or surface course.

(f) The composition of the ACC to be used, as well as the method of application, compaction and testing thereof, shall be in strict accordance with the governing state's specifications for highway construction.

(g) Variations in thickness and composition of materials such as graded aggregate subbbase and asphalt cement concrete shall be allowed only upon review and analysis of engineering data particular to each site.

(4) *Type "D" Portland Cement Concrete (Concrete)*

(a) The general requirements for Types "A" and "B" shall apply.

(b) The storage area shall be prepared by the removal of all organic material such as grass, loam, topsoil, etc., to a minimum depth of 3 inches, and the resulting subgrade prepared as described for Type "A" above.

(c) A granular course aggregate shall be applied to the prepared area as drainage fill at a minimum depth of 2 inches. The coarse aggregate shall consist of gravel, crushed stone or other locally available material meeting the requirements of the governing state's standard specification for highway construction. The coarse aggregate shall be graded in accordance with ASTM D-448 as #57 (1" to #4 Sieve) or #67 (3/4" to #4 Sieve) coarse aggregate.

(d) The coarse aggregate drainage fill layer shall be applied and compacted, if necessary, in accordance with the requirements of the governing state's standard specifications for highway construction.

(e) The storage area, once prepared and covered with drainage fill material, shall be covered with a Portland Cement Concrete slab constructed with the following characteristics.

(i) Slab shall be constructed, finished and cured in accordance with the requirements of the governing state's standard specifications for highway construction with Portland Cement Concrete with a minimum compressive strength of 3,000 psi.

(ii) Thickness as required to support loading from commodities and MHE, but not less than 6 inches.

(iii) Slab shall be constructed with 6 x 6 x W4 welded wire mesh installed approximately 1-1/2" below the wearing surface.

(iv) Slab shall have dowelled expansion and contraction joints constructed to meet the requirements of the governing state's standard specification for bridge construction.

(v) Slab shall have control (weakened plane) joints spaced at a maximum of 25 feet to control cracking.

(vi) All joints shall be sealed with a flexible sealer to preclude debris from entering the joint.

(vii) Slab shall have a non-slip broom finish.

(f) Variations of sizes and composition of material thickness of the subbase material, the concrete slab, and construction techniques shall be allowed only upon review and analysis of engineering data particular to each site.

(5) *Type "E" Soil-Cement*

(a) The general requirements for Type "A" shall apply.

(b) The storage area shall be prepared by the removal of all organic material such as grass, loam, topsoil, etc., to a depth as required to obtain soil suitable for stabilization with Portland Cement Concrete or other suitable binder as determined by engineering analysis.

(c) After preparation, the storage area shall be treated with a binding agent applied in a manner and at a rate as specified by engineering analysis and/or as specified by the governing state's standard specifications for highway construction.

(d) Compaction and mixing techniques, as well as all materials used, shall be in accordance with the requirements of the governing state's standard specifications for highway construction.

(e) The design and construction of soil cement storage areas by the use of soil stabilization techniques shall be closely controlled on a site specific basis by qualified engineering personnel.

**4-9. Precautions.**

Although seperately treated in other sections of this Manual, precautions to be taken regarding health, environmental protection and safety in handling and storing Stockpile materials are the responsibility of DoD Installation Commanders, DNSC Depot Managers, and the responsible person in

charge of commercial leased locations. These precautions should be delegated to the lowest supervisory level in order to ensure their observance.

a. Occupational Safety and Health Administration (OSHA) Standards are published in 29 CFR 1910 and may be obtained from the U.S. Department of Labor. They are applicable to general industry and must also be observed by government activities.

(1) Management must ensure that personnel are not permitted to enter any hazardous material storage area until the atmosphere has been monitored and found to be safe.

(2) Even after wearing proper protective clothing, depending on risk exposure, employees may be required to take showers and change clothing before leaving the general work area.

(3) Management must also keep a permanent record of each employee's exposure to hazardous environments.

(4) Before vacating any premises, indoor or outdoor, where hazardous materials have been stored, areas will be checked and monitored for hazardous residues. If above safe levels, they will be cleaned up or the areas designated out-of-bounds for future storage or work sites until declared safe by competent authorities.

(5) Log books will be maintained at the most frequently used entrances of warehouses or sections of warehouses containing hazardous commodities. As a minimum, logged entries will contain date of entry, time of entry, name of person(s) entering, purpose of visit, protective clothing or equipment worn, and time of departure.

b. Water, in any form, is one of the major causes of deterioration to packaged materials, particularly in long-term storage situations. Protection of Stockpile materials is an important responsibility and, by virtue of being at the storage location, storage personnel are responsible for DLAM 4145.12 detecting causes of deterioration and initiating corrective action. In carrying out this responsibility, storage personnel must be constantly alert to detect dampness in any form in their warehouses.

(1) A uniform procedure for detecting moisture is not applicable due to the different types of facilities and storage patterns.

(2) Dampness around warehouse walls and doorways can readily be detected, but the area under stacks of materials presents a problem and continuous surveillance is necessary.

(3) In many instances, dampness is not present under stacks of material within ten feet of the perimeter, while in the center of the stack prolonged dampness may cause the materials to deteriorate and pallets to rot. In some cases, this condition can be visibly detected with the aid of a flashlight.

(4) When any evidence of moisture is found, warehouse doors should be opened on clear, dry days only, and the affected stack kept under close surveillance to determine if any traces of dampness disappear, or if the change in ventilation is creating additional condensation. In cases where opening of doors does not eliminate dampness from condensation, or when

weather does not permit opening of doors, some means of circulating air within the affected area should be used. Fans and blowers have been used in these instances with excellent results.

(5) Once a month, storage personnel will inspect all warehouse roofs, doors, sills, windows, ventilators, etc., to determine if water, in any form, is entering the areas in which Stockpile materials are stored. Storage personnel will make special inspections immediately after rain, snow or windstorm, and these inspections may take the place of regular monthly inspections. Periodically, due to the compactness and height of Stockpile storage stacks, safety pallets fastened to forklift equipment should be used to check the top of stacks for evidence of damage due to roof leaks, etc.

(6) When dampness has affected Stockpile materials, it shall be reported to DNSC-OL, indicated in chapter 4-2.a. for investigation and subsequent report to DNSC-OL. The report shall contain full details such as amount and source of dampness, material involved, and corrective action taken and/or recommended.

c. As many Stockpile materials stored in the open are subject to contamination, corrosive action, galvanic reaction, or other adverse conditions, the use of salt or chemicals for removal of snow and ice in and around Stockpile storage areas shall be kept to a minimum. When such use is necessary, care shall be exercised to prevent snow removal equipment from pushing snow and ice (containing deposits of salt or chemicals) onto Stockpile materials. Precautions shall also be taken to prevent deposits of these undesirable elements from accumulating in and around Stockpile materials due to inadequate drainage. The use of cinders or ashes to improve traction shall require equal consideration. Where practical and available, the use of sand to improve traction should be encouraged over that of cinders and ashes.

## 4-10. Security of Materials in Storage

a. **Definitions**

(1) *Classified Material*. Material requiring protection in the interest of national security.

(2) *Pilferable Material*. Material having a ready resale value or civilian application as to personnel possession, and is therefore especially subject to theft.

(3) *Sensitive Items*. Material requiring a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, and items which are of high value or of a hazardous nature.

b. **Protection of Property**

(1) Internal security at DNSC operated storage sites shall be in accordance with DLAI 5710.1 Physical Security Manual as a minimum. In cases where the requirements of this Manual are more stringent than the above precedence of security, the directions of this Manual shall be followed. The protection of property, including the prevention of internal pilferage or major thefts of government supplies and equipment, is one of the functions of warehousing. This function must include the protection of supplies and equipment both in storage areas and in transit.

(2) While Stockpile losses to date represent an insignificant portion of the Stockpile value, the potential for a major theft is always present and its prevention requires constant vigilance.

c. **Measures for Control.**
Specific measures for preventing pilferage will be based on careful analysis of the conditions at storage locations. The most practical and effective method for controlling pilferage is the establishment of adequate physical security and psychological deterrents. This may be accomplished in a number of ways.

(1) An aggressive security education program is an effective means of convincing employees that they have more to lose than gain by engaging in acts of theft. It is important for all employees to be made aware that pilferage is ethically wrong no matter how insignificant the value of the item taken.

(2) Adequate inventory and control measures should be instituted to account for all material, supplies, and equipment. The awareness of poor accounting controls provides one of the greatest sources of temptation to a potential pilferer.

(3) An effective material control system will be established which includes inspection of delivery and vendor vehicles.

(4) All suspected losses will be investigated quickly and efficiently.

(5) Keys for all locks on administrative and storage buildings will be signed out when issued, and all keys will be inventoried annually. The quantity of keys is to be kept to a minimum.

(6) Bulk quantities of highly pilferable material will be stored in enclosed security areas.

(7) Accurate methods of taking physical inventories and of accounting for material acquisition, usage, and disposal will be established.

(8) All warehouse doors and outside storage compound gates are to be locked when there is no activity in the area. Numbered seals are to be used in conjunction with all locks, with seal numbers being recorded and compared during security checks.

(9) Locks on all doors to warehouse, entrance gates and storage compound gates shall be rotated annually at DNSC operated and manned storage depots. A report will be forwarded to DNSC-OL after completion.

d. **Storage Items Requiring Special Security.**
These items should be kept separate from other material. The most satisfactory method is to store such items in a separate building with a higher degree of physical protection than other buildings. Where a separate building is not available, or where its use is not warranted by the quantity of material to be stored, a room, cage, or crib may be constructed within a warehouse building. All such areas which contain classified material will be secured by means of approved locking systems.

## 4-11. Thefts of Stockpile Material

Thefts of Stockpile material shall be reported in accordance with DLAI 5710.1 (DLA Form 635), Security/Criminal Incident Report. Anyone discovering or suspecting a theft of Stockpile material stored at any Stockpile storage location shall report it to the Depot Manager or responsible official.

## 4-12. Shipments

a. Shipments are sometimes referred to as outshipments, or outbound shipments, to distinguish them from inbound shipments. The latter one is covered under receiving categories.

b. Shipments may result from a national emergency, the disposal of excess by sale or transfer, rotation of material, interwarehouse or interdepot transfers required by the closing of a storage location, the termination of a lease or permit requiring removal of Stockpile materials to another location, beneficiation or upgrading of material, relocation directed by new storage patterns to meet defense and industrial mobilization requirements, or request from a DoD component to vacate space needed for their mission.

c. The type of action resulting in shipments will determine the form of documentation furnished depots. When material is offered for sale by the Directorate of Stockpile Contracts (DNSC-C), a copy of the solicitation will normally be furnished to each storage location and DNSC-OL as advance notice of the kind and amount of material being offered for inspection (where permitted) and subsequent sale.

d. A copy of each sales contract is furnished to each storage location and DNSC-OL to alert them of impending shipment requirements. Despite the issuance of a sales contract by DNSC-C, the material will not be released for shipment until it is paid for or satisfactory credit arrangements made.

(1) In view of the above, NO MATERIAL MAY BE SHIPPED OR RELEASED TO A COMMERCIAL CARRIER OR PURCHASER'S CONVEYANCE, UNLESS THERE IS A SHIPMENT ORDER FROM DNSC-OL OR AN APPROVED RELEASE ON THE DWAS SYSTEM, signed by one of the persons authorized to approve outshipment orders in appendix 1-A.

(2) In the case of any valuable or sensitive material stored in a controlled location, applicable personnel from their respective area of operations are instructed to orally confirm written releases with the DNSC-OL prior to outloading.

e. Depending on the terms of the sales contract, if the shipment requires a CBL, it may be necessary for Military Traffic Management Command (MTMC) to provide tenders on outshipments.

f. On all other outbound shipments DNSC-OL will issue a Shipment Order or Shipment Release using the DWAS system, appendix 3-G. This form serves the same purpose as a Sales Release, except that the issuance of a CBL by DNSC-OL,s designated transportation officer is not required. Material sold f.o.b. origin would come under this category.

g. **Related Shipping Documents**

(1) DNSC Form 44, Weight Certificate, appendix 3-H, is completed whenever Stockpile materials require weighing prior to shipment from the storage location and such weighing is performed by government personnel. Copies of Weight Certificates accompany other shipping documents, including Outbound Storage Reports.

(2) DNSC Form 47, Checker's Tally Sheet, appendix 3-I, is issued for maintaining a car or truck loading or unloading count of boxes, bales, or other items. This document will support Receiving and Outbound Storage Report files at the storage location and may also be used for comparison with a piece count on Bills of Lading.

h. **Shipping Reports**

(1) DNSC Form 43, Outbound Shipment Report, appendix 3-B, will be completed for all Stockpile materials shipped from storage not using the DWAS sytem. If the DWAS system is used for the Shipping release you will use the DWAS system to complete the Outbound Shipment Report.

(2) Each storage activity should maintain a log of sequential numbers assigned with pertinent data to avoid duplication for Outbounds not put into DWAS.

(3) If the release was completed under the old system the original and three copies will be forwarded to the following address within three working days after acceptance of the entire shipping instruction quantity, or to cover each week's receipts, to permit prompt and accurate maintenance of DNSC inventory records.

Office of Management and Systems Support (DNSC-R)
Defense Logistics Agency
Defense National Stockpile Center
8725 John J. Kingman Road, Suite 3229
Fort Belvoir, VA 22060-6223

(4) A copy is used to post the Inventory Record Card and will be permanently filed to support the record.

(5) One copy goes to DNSC-OL.

(6) Storage locations responsible for the preparation of Outbound Storage Reports DNSC (Form 43) and Weight Certificates (DNSC Form 44) as the result of sales contracts shall distribute them as follows.

(a) Original and three copies of the DNSC Form 43 to the address in paragraph ).

(b) One copy of each document is retained at the facility responsible for preparing it. The original of DNSC Forms 42, 43, and 44 prepared as the result of upgrading programs or activities such as repackaging, relocation, and dumping of drummed material, etc., should be sent to DNSC-R. Distribution at the HQ level with be the responsibility of DNSC-R.

(7) Locations responsible for the preparation of Outbound Storage Reports completed on the DWAS System will email a notification to the responsible party for that commodity in DNSC-OL after approval. Approvals for Outbound Storage Reports are designated in the comodity section 4-C.

**4-13. Special Instructions.**

The following instructions may be found elsewhere in this Manual but are highlighted here for emphasis.

a. Report all fires, storm damage, and thefts to DNSC-OL. Telephoned reports are to be followed by detailed written reports.

b. Obtain permission through written channels from DNSC-OL before deviating from storage standards, shipping instructions, receiving material not in accordance with contracts, relocating or removing Stockpile material.

c. Maintain a current locator system for Stockpile materials.

d. Conserve energy (heat, light, power, air conditioning and water).

e. Correct minor deficiencies as soon as discovered where a rewarehousing project is not required.

f. Maintain strict key control procedures.

g. Do not accept railroad cars or trucks for loading which are not in good working condition and free from contaminating substances.

h. Observe all fire and safety regulations, especially those concerning the refueling, parking or servicing of gasoline powered vehicles, and material handling equipment in warehouses.

I. Notify Operations (DNSC-OL) indicated in chapter 4-2.a. whenever shipping or receiving time frames cannot be met.

j. All questions regarding the meaning or intent of any instructions in this Manual together with suggestions for its improvements should be referred through channels to DNSC-O..